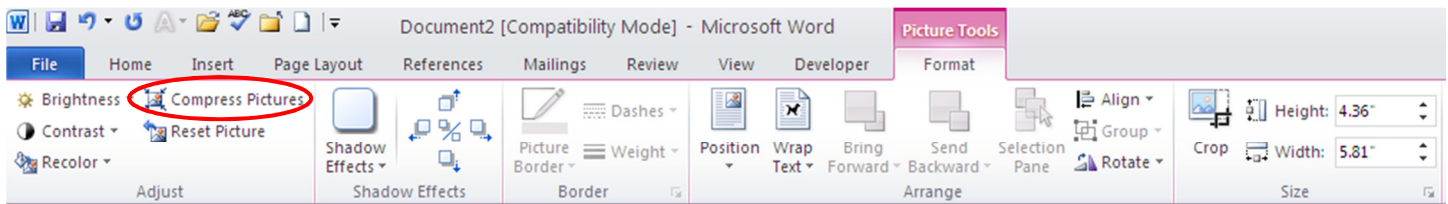


# Reducing picture or document size for WebGrants attachments

The Noxious Weed Trust Fund grants program uses WebGrants for submitting applications and managing all aspects of the grant. One issue with a web based software program is to keep file sizes of attachments small, less than 1 MB.

Below are a few tips to help reduce file size. *NOTE: These instructions are based on using Microsoft Word 2010.*

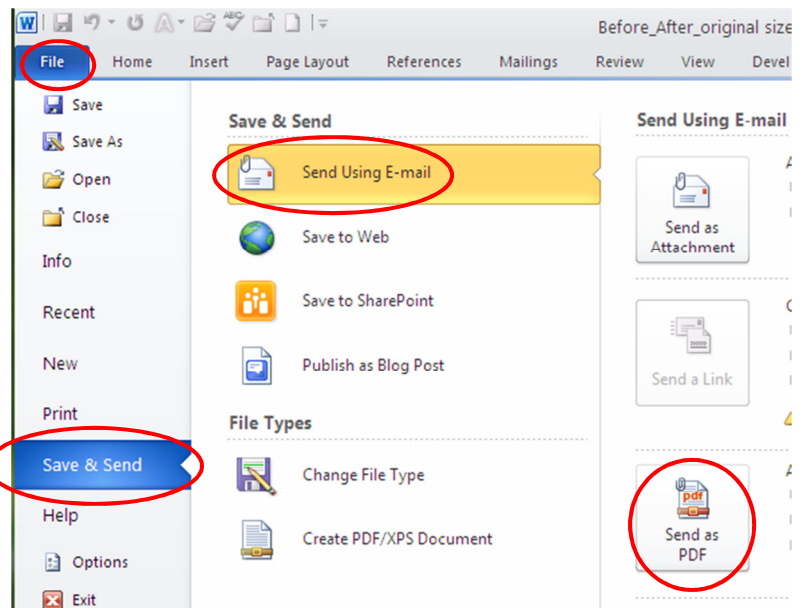
**One way...** Double click on a picture in the Word document and then click on Compress Pictures in the Picture Tools toolbar.



Change the resolution from “Print” to “Web/Screen” and then you can apply this to the selected picture or all pictures.

For example: If you insert 2 large project pictures in a document and save without compressing the size could be as large as **6.29 MB**. If you take the same document and compress the pictures in the Word document first and then save the document, it will be reduced in file size to **93 KB**. This file size is **much smaller and faster** for you to upload to WebGrants and it is much faster for Noxious Weed Program staff and Advisory Council members to download the document.

**Another way...** In a Word document insert the pictures of your project and add any information regarding the photos. Then click on File, select Save & Send (Send Using E-Mail), and then click on Send as PDF. Next, enter **your** e-mail address in the Outlook e-mail message and you will notice that the Word document is now a PDF document (smaller file size) in the “Attached” part of the message. Now click send and the e-mail message will be sent to your own e-mail box and you can save the attachment and then upload it to WebGrants.



Example: started with a **6.29 MB** document and used this Word function and the PDF file size is **344 KB**.

There are other methods for creating smaller file sizes and reducing the original size of pictures to be more web friendly. Please feel free to use a method that works best for you.